

**SUMTER COUNTY BOARD OF COMMISSIONERS
EXECUTIVE SUMMARY**

SUBJECT: Employee Manual Revisions

REQUESTED ACTION: Approve the revisions to the Employee Manual to define a minimum resignation requirement for Department Head and Division Director positions. (Staff recommends approval)

☐ Work Session (Report Only) **DATE OF MEETING:** 5/25/2010
☒ Regular Meeting ☐ Special Meeting

CONTRACT: ☒ N/A Vendor/Entity: _____
Effective Date: _____ Termination Date: _____
Managing Division / Dept: _____

BUDGET IMPACT: _____

☐ Annual **FUNDING SOURCE:** _____
☐ Capital **EXPENDITURE ACCOUNT:** _____
☒ N/A

HISTORY/FACTS/ISSUES:

The Personnel Review Team (PRT), made up of Division or Department Head level positions representing each Division, meets monthly to address concerns arising from administration of the Employee Manual and other employee related matters.

The PRT met and discussed the need to revise the current Resignation policy to establish a specific timeframe for Department Head and Division Director positions to provide notice of their intent to resign their employment. The current policy does not address the unique issues involved in recruiting and hiring for these managerial positions. The revised policy (attachment A) provides for additional notification time which will allow for coverage as we execute our due diligence in recruiting and hiring for these positions.

Attachment A

9.040 RESIGNATION

Customary notice of resignation is a minimum of:

- 1). Employees - two (2) weeks,
- 2). Department Head – three (3) weeks,
- 3). Division Director – four (4) weeks.

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The County Administrator or designee has the right to waive the customary minimum resignation requirement.

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